Compliance Certifier Webinar – Site plans: Speaking Notes

These speaking notes accompany the PowerPoint presentation, ***Site Plans,*** *delivered at the compliance certifier webinar, 20 and 23 November 2023.*

In these notes and the presentation, reference to:

The ***Act*** *is the Health and Safety at Work Act, 2015*

The ***regulations*** *is the Health and Safety at Work (Hazardous Substances) Regulations 2017*

The ***performance standard*** *is the Health and Safety at Work (Hazardous Substances – Location Compliance Certification for Classes 2 to 6, and 8) Performance Standard 2021.*

Presenter:

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Good morning, and welcome to today's webinar on site plans.

Slide 1 – Opening remarks

First up, as you may have seen from your monitor, this webinar is being recorded in MS Teams.

In attending the webinar, you are giving your consent to this recording. If you do not consent, then you should kindly leave at this point.

I have a few housekeeping matters to note before we get into the detail.

1. Firstly, there are a large number of attendees, whether authorised certifiers, trainee certifiers or other people associated with or working alongside certifiers or a certification business. Can you please mute your microphone, and you may also wish to turn off your camera if your reception is poor.

2. There will, hopefully, be opportunities for questions towards the end. If you have questions you would like to ask during the presentation, you can type them into the "chat". If we do not have time to address all of the questions at the end of the session, we will provide written responses where we can.

3. The presentation will be illustrated by a number of actual site plans. We have taken these from our records or from site plans that certifiers have kindly provided. All plans have been anonymised by removing company names, street addresses or other information that might potentially identify the site or the certifier. However, you may recognise a plan as coming from one of your clients or one that you have used. I wish to emphasise that in showing certain plans it is not our intention criticise or admonish any individual. The plans shown are intended simply to illustrate the various points of the presentation.

4. As you may be aware, the webinar is being repeated on Thursday. This will be an identical presentation for those who could not attend today. So, no matter how enthralled you are, you are asked not to double up and also attend on Thursday.

5. Finally, site plans have been a perennial issue, and whilst I am sure there will be some who know the information or have heard it before, I hope that you will still take something away from the session.

Slide 2 – Agenda

For the purpose of the webinar, I'm going to touch on the following areas:

1. Responsibility for site plans
2. Site plans as a health and safety control
3. Regulatory requirements
4. Requirements of the performance standard for location certification
5. Specific regulatory provisions, with examples,
6. Dealing with non-compliant site plans
7. Plans for stationary tanks
8. Questions

The session will focus on site plans in the context of a site holding hazardous substances above the threshold quantity for a hazardous substance location to be established and certified. However, at the end, I will briefly touch on plans required under part 17 of the regulations.

Slide 3 – Who's Responsible?

Who's responsible?

To start with, it's helpful to consider who may have a role or responsibility for site plans. Predominantly, this falls to two parties.

1. The **PCBU with management or control** has the responsibility to have a site plan available for inspection. This means they are responsible for producing one or having someone else make one for them.

2. The **compliance certifier** has a responsibility to verify a site plan against the provisions of the regulations and the relevant performance standard when they are assessing a site for location certification.

There is a key distinction between these two parties and what they are responsible for. In particular, it is not a certifier's role to produce a site plan, or to take on the responsibility that falls to the PCBU.

If a certifier does assist their client with preparing a site plan, then in that regard they are acting as a consultant. As such, they need to be aware of any potential for a conflict of interest.

Slide 4 – A Health and Safety Control

Next slide, site plans as a health and safety control.

A site plan is:

1. A health and safety control.
2. A prescribed requirement of the hazardous substances regulations.
3. There to:
    a. protect the health and safety of workers on site
    b. protect the health and safety of other people who may come on site, including compliance certifiers
    c. assist emergency services in the event of an incident
    d. assist compliance certifiers with their assessment of a site for certification purposes – which is in itself a health and safety provision.

A site plan is important, it carries substance and should be treated accordingly by PCBUs, certifiers and the regulator.

It is often mentioned that cost is a factor in preparing site plans, and that it is an unnecessary expense on a business. Of course cost should be a consideration, but it is not a reason to accept or tolerate substandard plans.

I've already mentioned that a site plan is a health and safety requirement. Consider this in the context of the purpose of the Act. Clause 3 of HSWA sets out the purpose of the Act, and states at regulation 3(1)(a):

> *Protecting workers and other persons against harm to their health, safety and welfare by eliminating or minimising risks from work or from prescribed high-risk plant*

Subclause 2 states the principle that

> *Workers and other persons should be given the highest level of protection against harm to their health, safety and welfare from hazards and risks arising from work or from specified types of plant as is reasonably practicable*

Reasonably practicable is expanded on in clause 22 of the Act, where it sets cost as the least consideration after assessing the risk and the ways to minimise the risk, *including whether the cost is grossly disproportionate to the risk*.

This leads to the inevitable conclusion that compliance certifiers should not be influenced, discouraged or deterred by expecting a PCBU to have available and to provide to them, the compliance certifier, a compliant site plan. Do not accept a lesser standard that that required for the sake of easy or expediency.

Slide 5 – Quality of Site Plans

The next slides touches on the thorny issue of the quality of site plans.

Having spoken about costs, it is important to emphasise key words within regulation 3. Specifically, I wish to highlight the phrase:

> .. *and need not necessarily be prepared by a person with qualifications in the preparation of plans*

WorkSafe is not saying that site plans must be drawn using CAD software by architects, construction professionals or other such persons.

Some sites may have such drawings, but good quality sites can be prepared without having to go to the expense that a full blown CAD drawing may entail.

What is critical is that the site plan contains the elements required by the regulations and the elements in the performance standard are on the site plan to be verified by the certifier.

There are quite a number of companies that are now producing HSWA compliant site plans at a very reasonable cost, and a simple google search will enable you to find them. Many certifiers already refer work on to these companies, so if you are not sure, talk with your colleagues.

It was tempting to put up a list of half a dozen companies that make site plans aligned with the HS Regulations to meet the requirements for location certification, but WorkSafe cannot be seen as endorsing any particular company.

To close this off, compliance certifiers should not put themselves in a position of sympathizing or feeling sorry for a PCBU where the PCBU has to do something required by the regulations.

Certifiers must be dispassionate and objective, and verify requirements in accordance with the regulations and the performance standard.

Slide 6 – The Regulations

If we can now consider what the HS Regulations require in the next slide.

The regulatory requirements are set out in the interpretation section [r. 3(3)], along with the specific regulations that require a PCBU to establish a hazardous substance location.

Those regulations set requirements with respect to legal boundaries, identification of hazardous substance locations, separation distances to protected and public places, hazardous areas and controlled zones.

All of these matters must be verified by the compliance certifier when assessing a hazardous substance location for certification.

Slide 7 – The Performance Standard for Hazardous Substance Locations

A certified must also consider the location performance standard, as summarised on the next slide.

In addition to the provisions of the regulations, the location compliance performance standard requires that a compliance certifier when certifying a hazardous substance location must verify that the following elements are reflected on the site plan:

- A north point accurately orientated
- Where relevant, a legend or key that defines colours, shaded areas, symbols and abbreviations
- Where relevant, elevation drawings.

Slide 8 – Summary

I'm sure this is all familiar to many of you. However, to summarise (next slide), the regulations and the performance standard set the requirements for site plans, what must be included on a plan and what a compliance certifier must verify.

One aspect that I particularly wish to emphasise is that, firstly, the content and, secondly, what a compliance certifier must verify, does not change with the size or complexity of the site.

That is, the regulations and the performance standard do not distinguish requirements on the basis of size or complexity. A uniform and consistent standard of content and verification must be applied across all sites.

Slide 9 – Site Plan Assessment

It is helpful at this point to summarise the content that a certifier must verify (next slide).

In reviewing site plans, we consider the following matters, which are summarised on the site plan assessment shown on the slide:

- PCBU name and site address
- Inclusion of a north point
- Dimensions in relation to the legal boundary
- Inclusion of a scale
- A legend or key (where relevant)
- All hazardous substance locations within the workplace
- Separation distances to protected/public places
- Hazardous areas
- Controlled zones
- Separation from other HSLs for class 5.2 substances.

In the following slides I will expand on a number of these in more detail.

However, the first three (namely the PCBU name, site address and north arrow) are pretty straightforward. I hope we can all agree they are either necessary to enable a plan to meet its purpose as per regulation 3(3), or they are required to be verified by the compliance certifier in accordance with the performance standard.

If you disagree, then can you put something in the chat to that effect.

Slide 10 – Legal Boundary

On this slide, I would like to consider the legal boundary of the site in which the hazardous substance is situated.

This legal boundary must be shown, and all the regulations that set a duty on a PCBU to establish a hazardous substance location requires that the site plan show the physical position of the hazardous substance location in relation to the legal boundary.

You will see this clearly if you look at the wording of regulations:

9.22(6)(b)

10.26(4)

12.8(5)(b)

12.34(5)(b)

13.34(5)(b).

The entire legal boundary of the site should be shown, and many of the more recently prepared site plans do this very well.

However, for particularly large sites, such high country farms, national parks etc, it may not be necessary to show the entire legal boundary. That part of the boundary that is closest to the hazardous substance location may be sufficient.

Having said this, it is best practice to provide the entire legal boundary, and this can easily be achieved using GIS maps that are freely available from local council websites or from Google Earth.

Slide 11 – Scale

What about a scale? Next slide please.

Regulation 3(3) requires that a site plan *is accurate and drawn to scale*.

Therefore, a scale must be included on a plan. Furthermore, that scale must be meaningful if the plan is to meet its purpose of:

> *enabling a person inspecting the plan to identify actual distances and other relevant dimensions.*

Without a scale, even if key dimensions or measured distances are given as an alternative, a site plan would not be considered compliant.

That is not to say providing key dimensions or distances aren't useful, but they are not a substitute for a sale.

Slide 12 – All Hazardous Substance Locations

The next slide considers the hazardous substance locations.

I hope we can all agree that if a site has multiple hazardous substance locations (HSLs), all the HSLs must be shown on the site plan.

This includes HSLs that, for various reasons, a compliance certifier may not have been asked to assess and certify. Possibly the compliance certifier may not have the full breath of authorisation to certify all HSLs, or perhaps the PCBU does not want one particular HSL to be certified. Whatever the reason, this does not negate the requirement that all hazardous substance locations must be clearly identified on a site plan.

Consider a site that has multiple HSLs arising from different classes of hazardous substances, for example, HSLs from class 3 and class 8 substances, where the certifier has been asked to assess and certify the HSL for only one of the classes (let's assume class 3, because, for example, they are not authorised for the other class of substances). The site plan must still show the HSL for all other class(es) of substances (that is, class 8 in this example).

To ensure the site plan is accurate, the certifier will need to confirm with the PCBU that there are no other hazardous substance locations on site – this is where the inventory will be important for the certifier.

If there are hazardous substances on site in stationary tanks that are required to be at a hazardous substance location, then those stationary tanks must be shown on the site plan.

Part 17 of the regulations, and specifically regulation 17.80, specifies requirement for a "plan of the workplace" where a stationary container system is present. Regulation 17.80(1) requires specific matters to be included on that plan, such as storage areas for packaged hazardous substances and storage areas for cylinders.

With one exception, when a compliance certifier is verifying the elements of a site plan associated with a hazardous substance location, the stationary tank needs to be shown, but the certifier does not need to verify that the requirements of regulation 17.80(1) are on the plan.

The one exception is with stationary tanks holding LPG, propane, butane or isobutane.

Regulation 10.34(1)(k)(iii) requires that when these substances are contained in a stationary tank, the requirements relating to plans specified in regulation 17.80 are complied with. Hence, a site that has a hazardous substance location from a tank holding LPG, propane, butane or isobutane must also include the requirements of regulation 17.80(1)(a) to (h).

Slide 13 – Separation Distances

The next slide sets out the provisions for separation distances.

When it comes to separation distances to protected places or public places, the extent of the prescribed separation must be shown on the plan. This can be achieved by showing a 'perimeter' or 'radius line' around the HSL.

It is not sufficient to show the HSL and then state an actual distance for the extent of the separation required without showing the actual extent.

That is not to say that stating the protected place or public place distances aren't useful, but they are not a substitute for a radius line.

Slide 14 – Hazardous Areas

The requirements for hazardous areas are shown on the next slide.

These requirements are similar to those for separation distances in that the extent of the hazardous area must be shown on a site plan. This is best done by cross-hatched areas for zone 1 and hatched areas for zone 2 as detailed in AS/NZS 60079:10.1 - 2009.

As with separation distances, it is not sufficient to show the HSL and then only state an actual distance or dimensions for the size of the hazardous area.

However, if the dimensions of the hazardous area are not easy to determine from the scale of the plan, then the distance the area extends should be stated.

Considering dimensionality, a site plan is a 'top down' or 'aerial' view, and features do not need to be shown in 3-dimensions. This includes the depiction of hazardous areas. Whilst 3-dimensional information for hazardous areas is informative, the performance standard does not prescribe this as a requirement for verification by the certifier.

Commonly, a site plan may include a picture from AS/NZS 60079 that will depict the hazardous area in 3-dimensions, and we are not at all suggesting or looking to discourage this practice from continuing.

Slide 15 – Controlled zones

Next slide please – controlled zones.

Controlled zones are a specific requirement of classes 1, 3.2, 4 and 5 substances.

Regulations 9.22, 10.26, 12.8 and 12.34 require that a site plan show the physical position, in relation to the legal boundary, of all controlled zones within the workplace.

The extent or boundary of the controlled zone must be shown on the plan, which can be achieved by showing a 'perimeter' or 'radius line' around the HSL. This is comparable to that for separation distances and hazardous areas discussed earlier.

It would not be sufficient to show the hazardous substance location and then state an actual distance for the controlled zone without also showing the actual extent of the zone.

Slides 16 to 35 - Examples

Over the next series of slides I would like to show examples of plans, point out the good features, and what elements have been missed.

There are a range of sites and classes of substances in packages, cylinders and tanks. From some of the pictures you may notice issues of compliance (potential non-compliance) in other areas, but for this exercise I am going to ignore these.

I also don't promise to pick up every element of good or bad with the site plan.

Again, to reiterate, if you recognise any of these site plans, please do not take this as personal criticism.

Slide 16	**Example 1**
Slides 17 and 18	**Example 2**
Slides 19 to 22	**Example 3**
Slide 23	**Example 4**
Slide 24	**Example 5**
Slides 25 and 26	**Example 6**
Slide 27	**Example 7**
Slide 28	**Example 8**
Slide 29	**Example 9**
Slides 30 and 31	**Example 10**
Slides 32 to 34	**Example 11**
Slide 35	**Example 12**

Slide 36 – Substances below HSL thresholds

On the next slide, and for completeness, it is useful to clarify that it is not necessary for a site plan to show the physical position of hazardous substances that are held in the workplace below the quantity that requires a hazardous substance location to be established.

Slide 37 – Non-compliant Site Plans

This slide gives some advice to compliance certifiers on how to approach a situation where a site plan is provided by a PCBU, but the compliance certifier is unable to verify all of the elements required to be verified by the performance standard. The same advice may equally apply should the PCBU not have a site plan of any description.

It is recognised that these types of situations can place a certifier in an invidious position. You (the compliance certifier) want to be helpful, and you want to support your client be compliant with the regulations. But do not let this compromise your decision making.

It is useful to reiterate my earlier comments concerning a certifier's responsibility, the importance of remaining dispassionate and objective, and not being influenced by the circumstances of the PCBU.

When a site plan does not meet the requirements of the regulations or cannot be verified against the performance standard, our advice is to issue a conditional location certificate. This will give the PCBU time to address the issues that the certifier has identified as being at fault with the plan. A conditional certificate is the preferred approach, as opposed to the certifier immediately submitting a notification to WorkSafe of a refusal to issue a compliance certificate.

This recommendation to issue a conditional location certificate is predicated on the position that none of the other prescribed requirements are non-compliant to the extent that would prevent the certifier from considering a conditional certificate.

If at the end of the allowed time specified in the conditional certificate, the site plan has not been suitably amended such that the condition has been met, then the conditional certificate will expire.

Under these circumstances, there is no regulatory requirement for a certifier to notify a refusal to WorkSafe.

Clearly, however, if a conditional certificate cannot be issued because of other non-compliances, then the certifier must refuse to issue a compliance certificate and notify WorkSafe.

Finally, it is worth mentioning that the draft guidance that WorkSafe consulted on earlier this year on notification of refusals and conditional location certificates is to be published shortly, hopefully before Xmas.

An email will be sent to all certifiers when the document is available on our website.

Slides 38 and 39 – Requirements for stationary container systems

Lastly, I would like to touch on the provisions for plans stationary container systems.

Earlier, I mentioned that regulation 17.80 requires a "plan of the workplace" where a stationary container system is present, where the plan must describe the physical position of the stationary container system in relation to a series of prescribed requirements, which are listed on the next two slides.

To issue a compliance certificate for the stationary container system, regulation 17.91(2)(k) requires that the certifier verify the plan is available, along with other records that describe how the system complies with Part 17 of the regulations.

Questions

At this point, we'll have a look at any questions that have come through in the chat, and then we'll open it up to the floor.

Examples: Site plan assessment

Examples shown on slides 16 to 35 are critiqued on the following pages.

Notes 1 to 6 are not included. Refer to the Site Plan Assessment template for these.

Slide 16 Example 1

Requirement [Note 1]	Meets (Y/N)	Observation
PCBU name		
Site address		
A north point accurately orientated		Present. High level insert and street addresses enable further orientation of site.
Dimensions in relation to the legal boundary [Note 2]		Boundary clearly shown.
A scale		Present, along with actual distances
A legend or key that defines colours, shaded areas, symbols, abbreviations etc		No legend, but not necessary. Additional info on storage included.
All hazardous substance locations (HSLs) within the workplace		Multiple HSL's shown
Separation distances to protected/public places [Note 3]		Present, along with actual distances Noted that for class 8s, the sep distances called controlled zone.
Hazardous areas [Note 4]		Showing around cabinets. This 3 m distance taken from AS1940. For the DG stores, no zone given. The certifier will need to know the package size, whether the packages remain closed or if there is any decanting, whether the store is adequately or inadequately ventilated. As a minimum there would be a zone around the doors when opened.
Controlled zone distances [Note 5]		
Separation from other HSLs [class 5.2 substances in manufacture or use] [Note 6]		

Slides 17 and 18 Example 2

This plan comprises multiple pages, with detail for each of the multiple HSLs.

Requirement [Note 1]	**Meets (Y/N)**	**Observation**
PCBU name		
Site address		
A north point accurately orientated		Present High level insert and street addresses enable further orientation of site.
Dimensions in relation to the legal boundary [Note 2]		
A scale		Present on all sheets
A legend or key that defines colours, shaded areas, symbols, abbreviations etc		Yes
All hazardous substance locations (HSLs) within the workplace		Yes. Descriptor on s.p. specifies type of HSL e.g. DG store, mixing room
Separation distances to protected/public places [Note 3]		Using DG container as an example, extent of sep. distance to protected place showing. No separation required to public places for packages.
Hazardous areas [Note 4]		Zone 2 areas showing. Whether the shape showing is accurate will need to have considered any vents or other openings, and other points mentioned earlier.
Controlled zone distances [Note 5]		
Separation from other HSLs [class 5.2 substances in manufacture or use] [Note 6]		

Slides 19 to 22 Example 3

This plan comprises multiple pages, with detail for each of the multiple HSLs.

Requirement [Note 1]	Meets (Y/N)	Observation
PCBU name		
Site address		
A north point accurately orientated		Present High level insert and street addresses enable further orientation of site.
Dimensions in relation to the legal boundary [Note 2]		Boundary clearly marked.
A scale		On some pages, not all. OK as relationship to boundary still evident.
A legend or key that defines colours, shaded areas, symbols, abbreviations etc		Yes
All hazardous substance locations (HSLs) within the workplace		Yes – multiple HSLs clearly described
Separation distances to protected/public places [Note 3]		Considering the aerosol storage, the extent is showing to protected place from the openings. However, the 3 m separation applies from the building.
Hazardous areas [Note 4]		The haz areas are not showing within any of the buildings.
Controlled zone distances [Note 5]		
Separation from other HSLs [class 5.2 substances in manufacture or use] [Note 6]		

Slide 23 Example 4

Requirement [Note 1]	Meets (Y/N)	Observation
PCBU name		
Site address		
A north point accurately orientated		Missing
Dimensions in relation to the legal boundary [Note 2]		Boundary of site not evident
A scale		No scale. Distances given, but some (green lines) are very confusing. What are they meant to indicate? Does not look like it has been drawn to scale.
A legend or key that defines colours, shaded areas, symbols, abbreviations etc		Provided
All hazardous substance locations (HSLs) within the workplace		Multiple HSL showing. There appears to be a HSL outside the building (outside decanting zone), but relationship to boundary not evident.
Separation distances to protected/public places [Note 3]		None showing.
Hazardous areas [Note 4]		Extent of zones given, but not confident to scale.
Controlled zone distances [Note 5]		Extent showing around class 4, but not confident to scale.
Separation from other HSLs [class 5.2 substances in manufacture or use] [Note 6]		

Conclusion - this is very much an inadequate site plan. This site would benefit from a plan that was made up of multiple pages of the type have seen with the last couple of examples.

Slide 24 Example 5

These types of plans were common under HSNO, and it is appropriate to acknowledge that there has been a considerable improvement in recent times. We don't often see plans like this, but I'm showing this to illustrate between those you saw earlier and this one.

There is no north arrow, and one has to assume that the outer line is the property boundary. There is not scale, and it is clearly not to scale. There are no dimensions, the particular HSLs are not obvious, what is listed as a "controlled area" is not evident – is this sep. distances, haz area, controlled zone? The site has substances flammable and class 5 substances, so all areas are required.

Slides 25 and 26 Example 6

Requirement [Note 1]	Meets (Y/N)	Observation
PCBU name		
Site address		
A north point accurately orientated		Present High level insert and street address enable further orientation of the site.
Dimensions in relation to the legal boundary [Note 2]		Boundary shown.
A scale		Present
A legend or key that defines colours, shaded areas, symbols, abbreviations etc		Yes
All hazardous substance locations (HSLs) within the workplace		Two HSLs shown
Separation distances to protected/public places [Note 3]		Not considering this aspect
Hazardous areas [Note 4]		Extent of hazardous areas shown. There was a scale on the plan, but not showing on this cropped area shown on slide]
Controlled zone distances [Note 5]		
Separation from other HSLs [class 5.2 substances in manufacture or use] [Note 6]		

Slide 27 Example 7

Requirement [Note 1]	Meets (Y/N)	Observation
PCBU name		
Site address		
A north point accurately orientated		Present and relationship to boundary shown. This may be considered suitable for only showing a portion of the boundary (large site/golf course), but it would be preferable to show an aerial view of the entire boundary.
Dimensions in relation to the legal boundary [Note 2]		
A scale		Present.
A legend or key that defines colours, shaded areas, symbols, abbreviations etc		
All hazardous substance locations (HSLs) within the workplace		Only the one HSL present
Separation distances to protected/public places [Note 3]		Distance given, but not the extent by way of a boundary line. Distance alone insufficient.
Hazardous areas [Note 4]		Distance given, but not the extent by way of a boundary line. Distance alone insufficient.
Controlled zone distances [Note 5]		
Separation from other HSLs [class 5.2 substances in manufacture or use] [Note 6]		

The two tables at the bottom of the page confuse things. References HILU and LILU – old terminology.

Slide 28 Example 8

Requirement [Note 1]	Meets (Y/N)	Observation
PCBU name		
Site address		
A north point accurately orientated		Not present, although relationship to boundary and features (road) shown.
Dimensions in relation to the legal boundary [Note 2]		Shown
A scale		None
A legend or key that defines colours, shaded areas, symbols, abbreviations etc		
All hazardous substance locations (HSLs) within the workplace		LPG cylinders shown.
Separation distances to protected/public places [Note 3]		Extent not shown by way of a boundary line. No scale, but actual distances given. Distance alone insufficient.
Hazardous areas [Note 4]		Haz area diagram given, and distances given
Controlled zone distances [Note 5]		
Separation from other HSLs [class 5.2 substances in manufacture or use] [Note 6]		

The table at the bottom of the plan confuses things.

Slide 29 Example 9

Requirement [Note 1]	Meets (Y/N)	Observation
PCBU name		
Site address		
A north point accurately orientated		Yes
Dimensions in relation to the legal boundary [Note 2]		Boundary shown, along with street name to orientate the site.
A scale		Yes (bottom left hand corner)
A legend or key that defines colours, shaded areas, symbols, abbreviations etc		No, and not necessary
All hazardous substance locations (HSLs) within the workplace		The one HSL (360 kg LPG cylinders)
Separation distances to protected/public places [Note 3]		
Hazardous areas [Note 4]		Showing but hand drawn – inadequate. This was my crop – not done on actual site plan]
Controlled zone distances [Note 5]		
Separation from other HSLs [class 5.2 substances in manufacture or use] [Note 6]		

Slides 30 and 31 Example 10

Requirement [Note 1]	Meets (Y/N)	Observation
PCBU name		
Site address		
A north point accurately orientated		Yes, plus other features to enable orientation of site
Dimensions in relation to the legal boundary [Note 2]		Yes
A scale		Yes
A legend or key that defines colours, shaded areas, symbols, abbreviations etc		
All hazardous substance locations (HSLs) within the workplace		Two HSLs identified [filling point + storage area]
Separation distances to protected/public places [Note 3]		Extent clearly shown and distances marked
Hazardous areas [Note 4]		Extent clearly shown and distances marked
Controlled zone distances [Note 5]		
Separation from other HSLs [class 5.2 substances in manufacture or use] [Note 6]		

Slides 32 to 34 Example 11

Requirement [Note 1]	Meets (Y/N)	Observation
PCBU name		
Site address		
A north point accurately orientated		Present Plan across multiple sheets
Dimensions in relation to the legal boundary [Note 2]		Boundary and orientation evident.
A scale		Present on each sheet
A legend or key that defines colours, shaded areas, symbols, abbreviations etc		Yes
All hazardous substance locations (HSLs) within the workplace		One HSL
Separation distances to protected/public places [Note 3]		Extent of sep distances to protected places and public places showing, along with actual distances
Hazardous areas [Note 4]		Extent of zones 1 and 2 shown and distances given.
Controlled zone distances [Note 5]		
Separation from other HSLs [class 5.2 substances in manufacture or use] [Note 6]		

Slide 35 Example 12

Requirement [Note 1]	Meets (Y/N)	Observation
PCBU name		
Site address		
A north point accurately orientated		
Dimensions in relation to the legal boundary [Note 2]		
A scale		
A legend or key that defines colours, shaded areas, symbols, abbreviations etc		
All hazardous substance locations (HSLs) within the workplace		
Separation distances to protected/public places [Note 3]		Extent shown and a distance given. However, it is not stated whether this is to protected place or public place.
Hazardous areas [Note 4]		
Controlled zone distances [Note 5]		
Separation from other HSLs [class 5.2 substances in manufacture or use] [Note 6]		